

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Teen Spaces

Grant Application

Fall 2006

MISSOURI STATE LIBRARY
LSTA Teen Spaces Grant Program
Information & Guidelines
Fall 2006

I. Grant program description

The Teen Spaces grant program is designed to provide public libraries with funds to

- create, redesign, add to or update library space designed exclusively for use by teens;
- develop a unique program for teens to promote the new space and the library;
- increase awareness and use of the library by teens;
- promote the role of public library as a positive, creative, and educational destination for youth ages 12 through 18.

Teen Spaces grants will provide funding for public libraries to purchase furniture, equipment, supplies, limited library materials and additional resources to create or recreate a dedicated teen area in the library. Libraries will plan and conduct a minimum of one teen program to promote the new space and the library to the young adult audience.

II. Grant priorities

- For this grant program, “young adult” and “teen” are defined as youth ages 12 to 18. Applicants may define the audience more narrowly, if doing so fits the library’s roles and mission.
- Applicants must show evidence of youth participation in designing or re-designing the space. Youth participation at all stages of the planning and development of the space is crucial to grant and project success, and should involve young adults who are regular library users as well as infrequent and non-library users. Libraries may accomplish this through the use of existing teen advisory boards, creation of new teen advisory boards, surveys, forums, or any combination of these means.
- Spaces designed or redesigned with use of LSTA grant funds must meet all ADA standards: <http://www.usdoj.gov/crt/ada/>.
- Libraries must plan and conduct at least one program for the teen audience after the space has been completed, to promote the new or newly designed space. Successful applicants will incorporate teen participation in planning the program event. Teen Spaces applicants must submit an outline and description of the planned program event as part of the interim report, due on April 1, 2007. Program costs will be limited to \$500 per library outlet. Applicants may reserve a maximum of \$500 per library outlet in the grant budget for program costs.

- Applicants may request up to \$500 per library outlet for collection development acquisitions to supplement the new teen space. A 50 percent match is required for collection development acquisition requests.
- Priority will be given to applications that demonstrate a good balance between space development, youth participation, and programming.
- Project outputs: Teen Spaces applicants must plan to submit with the final report the following project outputs:
 - A count and approximate average age of the teen participants who assisted with the planning and development of the space and the program(s).
 - A count and a listing of community agencies with which the library partnered to plan, promote and develop the teen space and/or program.
 - The number of teens attending the Teen Spaces program.
 - A description (accompanied by before and after pictures, if possible) of the physical changes and additions to the teen space.
- Project outcomes: Teen Spaces applicants must plan to submit with the final report the following project outcomes:
 - A count or estimate of the number of teens using the library over the course of an average week, before the development of the teen space and a count during an average week after its completion. If a teen space existed before the grant award and was recreated as a result of the grant project, the count should indicate the number of teens using the teen space before and after the redesign.
 - Percent change in material circulation by young adults compared to the same period the previous year. If the library circulation system does not allow for data collection based on patron type (i.e., children, teen, adult), the grantee will collect circulation data for the percent change in total material circulation AND percent change in circulation for young adult materials compared to the same period the previous year.
 - Percent change in young adult library card registrations compared to the same period the previous year.
 - Anecdotal comments from teens, parents and others about how the new teen space and/or the teen program has impacted library use, teen attitudes, skills or behavior.
 - Additional outcomes the library may consider obtaining include:
 - The change in the number and percentage of teen programs offered by the library as a result of the new space.
 - The change in the number and percentage of young adults who attend teen programs at the library.
 - The change in the number and percentage for reference transactions and computer usage statistics by young adults.

The grant period runs from February 1, 2007 to September 15, 2007.

III. Eligibility

This grant is open only to public libraries with staff who have attended the full six-hour “Teen Spaces, Cool Places” workshop provided through the Missouri State Library in September 2006, and receive state aid.

IV. Funds available

Each library branch may apply for a maximum of \$9,000. Up to five branches per library outlet may apply for the grant, with a maximum of \$45,000 awarded to any library system.

V. Matching funds

A 50 percent local match is required only for collection development acquisitions. For the remaining budget items, no matching funds are required.

VI. Allowable and unallowable costs

Allowable costs include, but are not limited to:

- Shelving and other display units or fixtures.
- Furniture.
- Signage (including space indicators and other items for labeling collections).
- Paint, painting supplies and/or other basic decorating materials.
- Lighting.
- Floor coverings.
- Window treatments.
- Posters and other artwork, three-dimensional items, basic accessories.
- Computer equipment and technology (listening stations, viewing stations, gaming equipment). All computers purchased with LSTA grant funds must meet minimum specifications established by the Missouri Secretary of State’s Office; please refer to “Computer Minimum Specifications,” attached.
- Consultant and contractor fees: please refer to OMB Circular A-87, Revised 05/10/04 (http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html), Attachment B, Section 32. Professional service costs, for complete guidelines on appropriate and allowable contractor and consultant costs.
- Costs for additional staff or staff hours specifically related to the project.¹ For example, a library may use grant funds to pay an existing part-time employee for extra hours to plan and implement an activity related to the grant project, or a library with limited staff may hire a qualified individual at an hourly rate to work on a grant-related activity.
- Publicity, mailing, printing costs.

¹ Libraries using funds to pay for additional staff hours need to maintain in the grant folder time sheets or other documentation that show the time paid to employee was spent solely on the grant project tasks.

- Programming supplies (for project-related program).
- Fees and expenses for speakers or special presenters (for project-related program).
- Refreshments for project-related activities.
- Collection development acquisitions to supplement the teen area. Collection development acquisitions are limited to \$500 per library branch and require a 50 percent local match.

Unallowable costs include, but are not limited to:

- Exhibit or production supplies.
- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing activities related to the grant project).
- Incentives, prizes or gifts.
- Vehicles.

Please call Diana Very, 573-526-1256, with questions about costs, procurement and expenditures.

Large Purchase Documentation

If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines, you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

*Documentation of a bid process involves writing down the information gathered during research of a purchase. A **bid process** is choosing the best buy from among at least three vendors. **Documentation** is information from different vendors through newspaper ads, quotes received by fax, website quote pages, or estimates received over the phone written on a sheet of paper. The **documentation of this process**, writing down how you made the decision to buy the equipment from the vendor, is to be part of the grant project file.*

VII. Reporting requirements

Libraries awarded Teen Spaces grants are required to submit narrative, statistical, financial and evaluative reports regarding the project. The interim report must include the final plan for the teen program to promote the new teen space. The final grant report is due September 30, 2007. Copies of surveys, promotional materials, brochures, evaluation results and other documents produced as part of the grant project must accompany the final narrative report.

VIII. Grant monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, “grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity.”

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

IX. Review of applications

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by November 9, 2006 or hand delivered by November 10, 2006. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the prescribed grant period and until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

X. Assurances

Before you apply, determine if your library’s cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded.

1. How payments are made:

Generally, grant funds are awarded in two payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee’s responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee.

Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:

Grantees for this grant are paid 70% of the total grant amount upon return of Assurances and Certification and first payment request forms. A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following

submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request are due no later than September 30, 2007.

XI. Grant program timeline:

November 9, 2006	Applications due (postmark date).
February 1, 2007	Beginning date of grant period.
April 1, 2007	Interim report, with program information and budget, due.
September 15, 2007	Ending date of grant period; all funds must be encumbered.
September 30, 2007	Final report due to State Library; all funds should be spent.

Mail completed application forms to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information, contact:

Nancee Dahms-Stinson, Youth & Senior Services Consultant
Telephone 573-751-1821 or (in Missouri) 800-325-0131, ext. 5.
E-mail : nancee.dahms-stinson@sos.mo.gov

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

MISSOURI STATE LIBRARY
LSTA Teen Spaces Grant Program
Application Instructions
Fall 2006

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Program Narrative and Part III-Budget Narrative are to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of Part I application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I – Application Form –

- *Project number*-Leave blank.
- *Name of library*-Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*-Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address and phone number.
- *Total population of legal service area*-Public libraries should indicate the total legal service population.
- *Estimated number of young adults to be served by this project*-Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: <http://mcdc2.missouri.edu/>.
- *LSTA funds requested*-Show the total amount of grant funds you are requesting. Round to the nearest dollar. **If requesting funds for collection development acquisitions, a 50 percent local match is required.**
- *Project description*-Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

Part II – Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III – Budget Worksheet and Narrative

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application. The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

Part IV – Certification and Signatures

Signature of Library Director-The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President-The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

Application Review

The Teen Spaces grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Description of existing teen space, if applicable				
Inventory Checklist				
Strong indication of youth participation and involvement in project planning, development and implementation				
Complete description of area designated for teen space				
Description of changes and additions to teen area provides a clear picture to the application review committee, indicates teen involvement in planning & implementation				
Collection development fund requests are justified				
Appropriate and proactive promotional strategies to attract unserved or underserved users				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation methods measure impact on audience and staff behavior, knowledge, skills and/or attitudes				
Additional project outcomes clearly stated and measurable				

**MISSOURI STATE LIBRARY
LSTA Teen Spaces Grant Program
Application Form
Fall 2006**

Project # _____

Part I – You must use this sheet as page one of your application *Please type.*

Name of library: _____

Federal Tax I.D. # or MO Vendor # if different: _____

Address: _____

City: _____ County: _____

Library director: _____

Project director (contact person): _____

E-mail address and phone of project director: _____

Total population of legal service area: _____

Estimated number of young adults to be served by this project: _____

LSTA funds requested: \$ _____

Local funds to be used (50% match required for
collection development acquisitions) \$ _____

Project abstract (not to exceed 250 words):

PART II: NARRATIVE

1. Identify the library branches at which the Teen Spaces grant project will be implemented.
2. For each location, briefly describe the existing teen space, if applicable. For any location with no teen area, please indicate "none."
3. For each location, complete and attach an inventory checklist (attached). For any questions to which you respond with "N/A," you must complete the comment section to explain your response. Please include the library name and branch on each page of the inventory checklist.
4. For each location, define the young adult audience you hope to attract.
5. For each location, provide a brief description of the teen advisory board, if one exists. How many teens belong to the group? How long it has been in existence? How often does it meet? How do members join? Does membership consist of both regular and infrequent users?
6. For each location, indicate how teens have assisted or will assist in the planning and development of the new teen space. Include a description of your methods to encourage their input and participation. How will you include both regular library users and non-library users?

7. For each location, briefly describe the area in the building you will designate for the new teen space. Include its location in the building, its proximity to the children's area, the adult area, the circulation and reference desks and the approximate square footage. Photographs may be submitted, but may not take the place of a clear narrative description in response to this question.
8. Briefly describe the changes and additions you wish to make to the designated area. Include changes or additions to walls, seating, lighting, room or area dividers, floors, shelving, windows, and collections. Plans for adding LSTA-funded collection development acquisitions (such as fiction/non-fiction books, magazine subscriptions, graphic novels, etc.) must be accompanied by a clear and well-developed justification.
9. How will you promote the new teen space? Please include names of all businesses and agencies with which you will partner to promote the space.
10. How will you determine the impact of the new teen space on teens, staff and other library patrons? In addition to the outcomes stated in the grant priorities section of the guidelines, what other project outcomes will you measure? How will you measure your project outcomes?

Part III – Budget Narrative and Worksheet

Budget Narrative

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include fees, a thorough summary of travel expenses and be project-specific. Requests for furniture and equipment must be project specific, appropriate to the project, and justified. If requesting funds for equipment, include the specifications and unit price of each piece. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Requests for staff costs for salaried personnel are ineligible. *Provide explanations for both federal and local funds.*

Budget Worksheet

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application.

Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries.

A local match of at least 50 percent is required for collection development acquisitions. The addition of local funds for remaining items is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative. The maximum requests for federal funds for collection development acquisitions is \$500 per library outlet.

Program Costs: Costs for the Teen Spaces program that will follow the teen space completion are limited to \$500 per library outlet. Use the “Programs Costs” to indicate the maximum amount you will reserve to conduct the program. You must describe your proposed program plan(s) in the Interim Report, due April 1, 2007, at which point you will also provide a supplemental budget narrative to explain and justify the program costs.

Teen Spaces Grant Program Budget Worksheet

Library Name:				
Project Title:				
Category	Item Description	Basis for Cost Estimate	Total Cost/ LSTA Funds	Total Cost/ Local Funds
Personnel – Salary & Fringe Benefits			\$	\$
Travel \$0.415/mile			\$	\$
Supplies			\$	\$
Library Collection Materials				
Furniture/ Equipment				
Contractual			\$	\$
Program Costs (estimate & limited to \$500 per library outlet; see Budget Narrative instructions)				
Total Project Costs			\$	\$

Libraries awarded project funds will have the authority to move up to \$500 between line items within their final proposed budgets.

PART IV: CERTIFICATION AND SIGNATURES

ATTENTION: You must use Cover Page, Budget Worksheet, and Certifications and Signatures for your application. Program Narrative and Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages. This page must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Type name of Library Director

Type name of Library Board President

Signature, above official (in blue ink)

Signature, above official (in blue ink)

Date

Date

Mail completed applications to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

Application deadline: November 10, 2006

For State Library use only:

_____ **Approved** _____ **Not Approved** \$ _____ **Amount Awarded**

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.



Computer Minimum Specifications

<u>Desktop PC:</u> Minimum specifications: Pentium 4 processor; 1 GB SDRAM; 40 GB Hard drive; 19" conventional or flat panel monitor; CD-Rom/DVD-Rom drive (networked)
<u>Laptop PC:</u> Minimum specifications: Pentium 4 processor; 1 GB MB SDRAM; 30 GB Hard drive; CD-Rom/DVD-Rom drive; (networkable and wireless capable)
<u>Lab Server:</u> Minimum specifications: Pentium 4 processor; 2 GB SDRAM; 80 GB hard drive; 19 inch monitor; Rewritable CD-Rom/DVD-Rom drive.

All computers purchased with LSTA grant funds must meet these minimum specifications established by the Missouri Secretary of State's Office.

Teen Spaces Grant

Post-Project Information: this data and information must be submitted with your final report

Grantees will be required to respond completely to the following questions as part of the final grant report. Complete responses will be required prior to the final payment of the grant. The questions are provided here so you can submit complete and thorough responses in your final grant report, due September 30, 2007. ***You need not respond to these questions as part of your application!***

1. Please provide a count and approximate average age of the teen participants who assisted with the planning and development of the teen space.
2. Please provide a count and approximate average age of the teen participants who assisted with the planning and development of the teen program.
3. Please provide a list of community agencies and businesses with which the library partnered to plan, promote and develop the teen space and/or program.
4. Indicate the number of teens attending the Teen Spaces program.
5. Please provide a brief but clear description of the physical changes and additions to the teen space. Please provide before and after photos, if possible.
6. Please provide a count of the number of teens using the library over the course of an average week before the development of the teen space. In addition, provide a count of teens using the new teen space during an average week after its completion. (If a teen space existed before the grant award and was recreated as a result of the grant project, the count should indicate the number of teens using the teen space before and after the redesign.)
7. Please indicate the change in the number of library card registrations among teens before the development of the new teen space and after the completion of the space and program to promote it.
8. Please indicate percent change in circulation of materials checked out on young adult library cards for a period of time before the teen space project and a similar period of time after the completion of the teen space and program. Ideally, these would be the same weeks in 2006 and 2007. If your circulation system does not allow for data collection based on patron type (i.e., children, teen, adult), indicate the percent change in total material circulation AND percent change in circulation for young adult materials compared to the same period the previous year.
9. What lessons have you learned regarding working with teens in the library that will contribute to best practices you will continue to use at your library?